

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant Community Development Director/ Economic Development Manager	Job Family: 2
General Classification: Management	Job Grade: 46

Definition: To provide for the planning, coordinating and implementation of the City's economic development programs, policies and resources directed to the long-term economic success of Mountain View; oversees the City's downtown Revitalization District, Downtown Parking Maintenance Assessment District and Downtown Business Improvement District; to assist the Community Development Director in the overall leadership of the department; acts on behalf of the Community Development Director in the Director's absence and performs other duties as assigned.

Distinguishing Characteristics: Receives general direction from the Community Development Director. Exercises direct supervision over other professional, technical and office staff on select projects and programs.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of City Council policies pertaining to the fiscal and economic development of the City, including expanding the tax base, creating quality jobs, supporting small business, increasing City revenue, promoting a positive image and minimizing the disruption of the community while achieving economic development goals.
2. Manage the Downtown Parking Maintenance Assessment District, annual renewal of the Downtown Business Improvement District and Revitalization District.
3. Help coordinate development within the Downtown Revitalization District and the Shoreline Regional Park District and assist in negotiating the acquisition and disposition of property owned by the City.
4. Contribute to an ongoing process for evaluation and review of economic development program goals, objectives, strategies and plans to accommodate appropriate response to new and changing issues and opportunities.
5. Prepare, administer and direct various annual departmental programs and fiscal budgets.
6. Supervise, train and evaluate staff.

7. Prepare and present oral reports and presentations to the City Council and other City boards and commissions and various public and private groups as may be required.
8. Review Environmental Impact Reports and assessments.
9. Liaison with the Chamber of Commerce, Central Business District and other appropriate agencies and organizations that coordinate on regional economic development activities.
10. Prepare media/marketing publications and promote economic development with the public through special publications, marketing campaigns and the web site.
11. Staff to both the Downtown Committee and the Visual Arts Committee.
12. Act as the Community Development Director in the Director's absence.
13. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of local land use planning, economic development, redevelopment, real estate financing; understanding the City's government, principles, issues, structure and processes; possession of strong writing, analytical and negotiation skills; principles and practices of organization, administration, budget and personnel management.

Ability to: Interpret and evaluate complex economic development and revitalization issues; ability to coordinate a variety of complex tasks and assignments simultaneously; excellent communication skills; write and present concise and comprehensive reports; skilled with computer programs; talent for networking and business development and community activities; ability to establish and maintain effective working relationships with local businesses, community groups, committees, advisory groups and other City departments; sensitivity to and appreciation for all ethnic, cultural and political segments of the community; maintain effective working relationships with policymakers, administrative personnel across City departments, subordinates and the general public; establish goals and objectives and maintain accountability; prepare and administer an operating budget; work in a team environment; interact positively and cooperatively with coworkers; supervise, train and evaluate personnel; function under demanding time pressure; respond in a positive manner to supervision.

Position Title: Assistant Community Development Director/
Economic Development Manager
Page 3

Experience and Training Guidelines: Combination of relevant experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Five years of increasingly responsible experience in economic development with a broad knowledge of local government principles, issues and processes is required. A bachelor's degree in economic development, business administration, public administration or a related field is required. A master's degree in these fields may be substituted for one year of required experience.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Working Conditions: In addition to the regular work schedule, this position must be available to work evenings and weekends to attend meetings, seminars/workshops and training as needed.

Established November 2009
Revised

CLASS SPECS
CS042-M^